

NASA

Contracting Intern Program

Participant Handbook

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About NASA

*NASA's Vision is to:
Improve life here; Extend life to there; Find life beyond*

NASA's mission is to understand and protect our home planet; to explore the universe and search for life; to inspire the next generation of explorers as only NASA can.

NASA Centers

NASA Headquarters is located in downtown Washington, DC. Approximately 18,000 NASA employees work at Headquarters and the ten NASA Field Centers:

Ames Research Center (ARC), Moffett Field, CA

ARC is situated in Mountain View, California, near San Francisco. ARC is the NASA Center of Excellence for Information Technology, and has a lead role in the research and development efforts on the Next Generation Internet (NGI) initiative. In aeronautics, ARC is the NASA lead in Aviation Operation Systems, championing research efforts in air traffic control and human factors. In space, ARC is NASA's lead center for Astrobiology.

Dryden Flight Research Center (DFRC), Edwards, CA

DFRC serves as the primary installation for flight research. As such, the Center conducts aeronautical flight research in support of global civil aviation, revolutionary technology leaps, and access to space; supports the development and operations of the Space Shuttle and future access-to-space vehicles; conducts airborne science mission and flight operations; and develops piloted and uninhabited aircraft test beds for research and science missions.

Glenn Research Center (GRC) at Lewis Field, Cleveland, OH

GRC is located adjacent to the Cleveland Hopkins International Airport. It is NASA's Lead Center for Aeropropulsion. GRC is also a NASA Center of Excellence in Turbomachinery. GRC leads NASA's research in the microgravity science disciplines of fluid physics, combustion science, and some materials science.

Goddard Space Flight Center (GSFC), Greenbelt, MD

GSFC plays a major role in sounding rocket and balloon research and in the development of spacecraft, and serves as the primary NASA facility for tracking and communicating with the Space Shuttle and unmanned satellites. In addition it is involved in research in extraterrestrial physics, astronomy and solar physics, oceans, high-energy astrophysics, the atmosphere, and terrestrial physics.

Johnson Space Center (JSC), Houston, TX

JSC is NASA's primary Center for design, development, and test of spacecraft and associated systems for the human space program. Its major programs are the Space Shuttle and the International Space Station. In addition, it is responsible for operational planning, astronaut selection, crew and console operator training, flight control, and control of experiments and payloads in flight for the Space Transportation system. JSC is engaged in life sciences research, including the definition and development of in-flight biomedical experiments. JSC is also involved in consolidating NASA's space communications activities.

White Sands Test Facility (WSTF), Las Cruces, NM

WSTF, located in southwestern, New Mexico, has been a part of the NASA Johnson Space Center since its construction in 1963. Its primary mission is to provide the expertise and infrastructure to test and evaluate spacecraft materials, components, and rocket propulsion systems to enable the safe human exploration and utilization of space.

Kennedy Space Center (KSC), Kennedy Space Center, FL

KSC is responsible for the assembly, checkout, and launch of Space Shuttle vehicles and their payloads, including elements of the International Space Station; landing operations; turnaround of Shuttle orbiters between missions; Shuttle logistics; design and construction of new facilities; and the processing of NASA payloads for expendable launch vehicles.

Langley Research Center (LaRC), Hampton, VA

LaRC continues to forge new frontiers in aviation and space research as it has since 1917, when it was established as the nation's first civilian aeronautics laboratory. More than half of LaRC's research is in aeronautics. LaRC scientists also examine the layers that airplanes and spacecraft fly through in Atmospheric Sciences.

Marshall Space Flight Center (MSFC), Huntsville, AL

MSFC plays a principal role in NASA's efforts to develop space transportation and propulsion systems, in the conduct of microgravity research, and the development of space optics manufacturing technologies. MSFC is also NASA's center of excellence for space propulsion, including the Space Shuttle orbiter engine, the external tank, and the solid rocket boosters. In addition, the Center is responsible for the X-33 and X-34 technology demonstration programs that may help lead to a reusable launch vehicle and significantly lower cost access to space.

Stennis Space Center (SSC), Stennis Space Center, MS

SSC is NASA's lead center for rocket propulsion testing, which includes responsibility for conducting and/or managing all of NASA's rocket test programs. SSC tests all Space Shuttle Main Engines that power the orbiter during its eight and one-half minute flight to orbit. Additionally, SSC conducts a variety of research and development tests on propulsion systems to refine and enhance rocket engine performance for America's space transportation program.

NASA Management Office at the Jet Propulsion Laboratory, Pasadena, CA

The Jet Propulsion Laboratory (JPL), managed by the California Institute of Technology, is NASA's lead center for robotic exploration of the solar system. JPL telescopes are observing distant galaxies in the universe to study how our solar system was formed. JPL also manages the worldwide Deep Space Network, which communicates with spacecraft and conducts scientific investigations from its complexes in California's Mojave Desert near Goldstone; near Madrid, Spain; and near Canberra, Australia.

Program Overview

Components

The NCIP is a 30-month program, which consists of two rotational assignments between NASA Field Centers. Interns spend 12 months at the first duty location and the remaining time at the second duty location. The rotation between NASA Field Centers is mandatory. However, the intern's preference of Center is strongly considered when selecting duty locations.

Upon successful completion of the program, interns are eligible for permanent positions at one of the NASA Field Centers. Interns may express a Field Center preference for a permanent assignment. All efforts will be made to accommodate those preferences on a space available basis.

NCIP participants are classified as Headquarters employees. All personnel related documentation and processing is handled through the appropriate Headquarters personnel. All workload related activities are managed and administered through the appropriate Field Center personnel. The NCIP Manager serves as liaison between the Headquarters and Field Center focal points and provides general programmatic assistance and guidance to program participants.

New Intern Orientation Process

A 2 – 3 day orientation session is held at NASA Headquarters for all new interns prior to reporting to the first duty station. Upon completion of the orientation session, new interns report to their respective duty locations at the various NASA Field Centers.

The initial Field Center reporting date should be coordinated with the NCIP Manager and the Field Center procurement focal point. All travel costs related to the orientation session are covered by NASA Headquarters.

Salary

The beginning pay rate for interns with a bachelor's degree is at the GS – 7 grade level. The beginning pay rate for interns with a graduate degree is at the GS – 9 grade level. The exact salary varies depending on actual duty location. The current pay scale for NASA civil service employees can be found at <http://www.nasajobs.nasa.gov/benefits/pay.htm>.

Formal Training Requirements

Interns must attend a minimum of four of the contracting certificate courses required for Level I and Level II contracting certification. These courses, which are required for all NASA procurement personnel vary in duration from 2 – 4 weeks each. They are held at various locations, which are in relative geographical proximity to NASA Headquarters in Washington, D. C. Current courses are held in Hampton, Va., Virginia Beach, Va., Wallops Island, Va., or Rockville, Md. (See Attachment F for procurement course descriptions.)

Responsibilities

NCIP participants are classified as GS-1102 Contract Specialists. Workload responsibilities include the procurement of supplies, services, construction or research and development utilizing formal advertising or negotiation procedures, evaluation of contract proposals, administration, termination and contract close out. Additionally, attendance at formal training classes is required. Specific workload assignments vary between Field Centers and center procurement organizations.

Major Duties

- Perform the full cycle of procurement procedures necessary to transfer the work requirements from the requesting office into an executed contractual document. This includes:
 - ❑ Review of Statement of Works and specifications
 - ❑ Preparation of solicitations and synopses
 - ❑ Participation in the evaluation of contractors' proposals for selection
 - ❑ Participation in the development of pre-negotiation positions and in the negotiation process
 - ❑ Preparation of final contractual documents
 - ❑ Provide recommendations to the Contracting Officer during various steps in the procurement process while exercising judgment in selecting methods and techniques utilized
- Perform administration of assigned contracts, purchase orders, grants, etc.
- Participate in the closeout of completed contracts. This process includes the review of the contract files to determine that all terms and conditions are met as well as the preparation of the files for retirement.
- Provide support to the technical manager by assisting with necessary analysis to accurately and completely maintain awareness of project or program performance.
- Complete duties, tasks and developmental activities specified in the individual development plan, position description or training program.

Attendance and Leave

Work Schedules

NCIP participants are considered full-time NASA employees; as such each participant is required to work 80-hours per pay period. Work schedules vary depending on Field Center policy. The work schedules offered at NASA include but are not limited to regular, flexible or variable day, and compressed. Not all schedule types are offered at all Field Centers.

Work schedule arrangements should be coordinated with and approved by the immediate supervisor upon assignment to an organization. All work schedules include a half hour lunch break. Listed below are brief descriptions of regular, flexible, and compressed schedules.

Regular Schedule – A regular work schedule includes 40 hours per week worked between a standard daily arrival and departure time with a set lunch period between 11 a.m. and 2 p.m. Arrival and departure times are predetermined and remain constant.

Flexible Work Schedule – This schedule includes the following components:

- Required presence for duty during "core" hours (9:00 a.m. to 3:00 p.m.), Monday through Friday, excluding the midday lunch break
- Required 40 hours per week (8 hours per day)
- Ability to earn "credit hours" for work over the 8 hours per day requirement
- Option to vary the length of the workday on a daily basis.
- Option of arriving at work between 6:00 a.m. and 9:00 a.m. and leaving between 3:00 p.m. and 6:00 p.m. (Arrival before 6:00 a.m. or departure after 6:00 p.m. requires supervisory approval)
- Option to extend the midday lunch period, in 30-minute increments, to a maximum of 2 hours with supervisory approval. (The midday lunch period must be at least 30 minutes in duration.)

A flexible work schedule allows for variance in the number of hours worked in a given workday as long as at least 8 hours are accounted for each day. As Headquarters employees, a maximum of 10 credit hours may be earned in a pay period. Those credit hours may be used in the pay period in which they are earned or a maximum of 24 hours may be carried over into the future pay periods.

Note: Management may limit the amount of schedule flexibility.

Compressed Work Schedule (CWS) – This type of schedule is arranged to enable employees to fulfill their basic work requirements in less than 10 days during the biweekly pay period. A compressed schedule includes 80 hours per pay period compromised of eight 9-hour days, one 8-hour day and one day off. The arrival and departure times are predetermined and remain constant under compressed work schedules.

Attendance and Leave (cont.)

Pay Periods

Pay periods are comprised of two-week increments. There are 26 pay periods in each year. Earnings are electronically transferred to employee banking institutions for direct deposit approximately ten days following the end of each pay period. Payroll deductions include Federal and state (if applicable) income taxes, retirement, social security, or any elected health and life insurance as well as any other optional deductions.

Compensatory Time/Overtime

Workload requirements and/or special assignments may create a need for Program participants to work more than the normal weekly work schedule. The additional work hours may be attributed to compensatory time ("comp time") or overtime. Immediate supervisor approval is required prior to utilizing comp time. Participants working the flexible work schedule earn credit hours in lieu of comp time. Organizational policies regarding the accrual and utilization of credit hours and/or comp time should be followed.

Participants are eligible for paid overtime if the work is requested by the organization. Overtime requests must be forwarded to Bridget Bond for Headquarters approval prior to the overtime work. When authorized, participants will receive the overtime pay rate for any time worked over the regular work schedule.

Annual Leave

Annual leave is earned while in an active duty status according to length of Federal service:

- 0-3 years of service -- 4 hours earned per pay period -- 13 days per year;
- 3-15 years of service -- 6 hours earned per pay period -- 20 days per year;
- 15 years or more of service -- 8 hours earned per pay period -- 26 days per year.

Annual leave may be used for vacation, personal, sick or emergency purposes. Supervisor notification and approval is required prior to utilizing annual leave. Organizational policies regarding the utilization of annual leave should be followed. All earned annual leave may be transferred between Federal agencies. Employees are entitled to a lump-sum payment for any unused annual leave upon permanent separation from Federal service.

A maximum of 240 hours (30 days) of annual leave may be accrued and saved from year to year. Except in unusual circumstances, however, any unused, earned hours above the 240-hour maximum are normally lost at the end of the leave year. This is known as the "use or lose" rule.

Sick Leave

Employees earn sick leave while in an active duty status at a rate of 4 hours per pay period regardless of the length of Federal service. Sick leave may be used for absences due to illness or visits to a doctor. Sick leave requests for medical, dental, or optical examinations are required in advance.

Attendance and Leave (cont.)

Employees must notify immediate supervisors of illness, on the morning of the day of expected absence. Organizational policies regarding supervisor notification and use of sick leave should be followed. All earned sick leave may be transferred between federal agencies. Employees are not entitled to compensation for unused sick leave upon permanent separation from Federal service.

Administrative Leave

Administrative leave may be granted in special circumstances by the immediate supervisor or Headquarters Code H. (Example: 4 hours of administrative leave may be granted for participating in NASA sponsored blood donation programs.) Notify Code H (Bridget Bond) in advance for concurrence when utilization of administrative leave is anticipated.

Leave Without Pay (LWOP)

Co-op participants are placed in a Leave without pay (LWOP) status at the completion of each work tour. Co-ops resume an active duty status upon return to duty. LWOP may be utilized while in active duty status in cases of emergency with prior approval by the immediate supervisor and Headquarters Code H.

Military Leave

Members of the National Guard or any of the military Reserves are eligible for 15 days military leave each calendar year with pay. Employees must be in an active duty status to receive military leave.

Holidays

The Federal Government offers its employees 10 holidays each year. Employees are paid for these holidays while in an active duty status:

New Year's Day	January 1
Martin Luther King's Birthday	3 rd Monday in January
President's Day	3 rd Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4 th
Labor Day	1 st Monday in September
Columbus Day	2 nd Monday in October
Veteran's Day	November 11 th
Thanksgiving Day	4 th Thursday in November
Christmas Day	December 25 th

Employees classified in an active duty status on the entire workday prior to or after a holiday, are eligible for holiday pay. As a general rule, holidays which occur on Saturday are observed on the prior Friday and holidays which occur on Sunday are observed the following Monday.

Attendance and Leave (cont.)

Time and Attendance Sheets

NCIP participants, as Headquarters' employees, must submit weekly time and attendance information directly to Headquarters, Code H utilizing the following procedure:

- Record hours worked and/or leave taken during each weekly pay period on a time sheet form (See Attachment D).
- Obtain your immediate supervisor's signature on the time sheet in the space provided
- Fax a copy of the time sheet to Bridget Bond/Headquarters Code H not later than 3:00 p.m. Eastern, each Wednesday at (202) 358-3082.

Contact Bridget Bond at (202) 358-0495 or via e-mail at: bridget.bond@hq.nasa.gov regarding time and attendance questions. The NCIP Program Manager is also available to address any time and attendance questions or concerns.

Commonly Asked Questions:

What if I am on leave or travel when time sheets are due? Time sheet(s) should be completed prior to any scheduled leave or travel and forwarded to Bridget with the appropriate signatures.

How do I record time sheet changes after submission to Bridget? Notify Bridget immediately of unexpected time and attendance changes. She will either make the correction or prepare an amendment. The sooner she is notified, the easier it is to resolve the problem.

Leave and Earnings Statements

Leave and earnings statements are forwarded from Headquarters on a bi-weekly basis. This statement is a summary of the previous pay period activity and includes such information as current earnings, year-to-date earnings, deductions, and your leave status. Please provide your Center Mail Code information to Bridget Bond to ensure prompt receipt of your statements. Contact Bridget Bond or the NCIP Program Manager regarding leave and earning statement questions.

Benefits

This section briefly outlines the Government's benefit programs. Additional information may be obtained from the Field Center Office of Human Resources.

Family Friendly Workplace

NASA has instituted a variety of programs and policies designed to allow employees to meet the needs and demands of family and personal life while continuing to successfully perform their NASA duties. NASA Family Friendly initiatives include: flexible work and leave schedules; family leave, leave sharing, flexi-place programs; safety, wellness, and recreation programs; Employee Assistance Programs; educational outreach; career and benefit counseling, and relocation assistance. Most Centers have onsite health clinics that provide preventive care, limited immunizations, and health screening at no charge. Many NASA Centers also have onsite or nearby childcare facilities.

Health Insurance

The Federal Employee's Health Benefits Program offers a wide range of insurance plans from which to choose, including Health Maintenance Organizations (HMO's) and fee-for-service health plans.

The employee and the Government, as employer share the cost of health benefits. The employee's share of the cost is paid through payroll deductions. Co-ops may retain health insurance coverage while in LWOP status, by making separate payments during that time or upon return to active duty status.

Employees, who elect to decline or cancel health benefits initially, may be required to wait for an "open season" to enroll or reacquire health benefits. Co-ops who elect to cancel health insurance coverage while in LWOP status should complete and return the Standard Form 2809 to Headquarters Personnel, Code CP (Attn: Julie Porter), prior to departure from duty location.

Short-Term Disability Protection

Employees are eligible to receive 100% of pay and benefits during any period of extended illness covered by accrued and advanced sick leave, accrued and advanced annual leave and accrued credit hours. Through NASA's Leave Donor program, employees may also receive donated leave hours from co-workers for use during a period of extended illness.

Life Insurance

Employees are automatically covered under the Federal Employee's Group Life Insurance Program (FEGLI) upon appointment and may elect optional additional coverage within 31 days of appointment.

Employees who do not wish to participate may waive coverage at any time. The submission of Standard Form 2817 (which waives coverage) is required to suspend payroll deductions. The form should be submitted to Headquarters Personnel, Code CP (Attn: Julie Porter). Once life insurance coverage is waived, there is a one-year waiting period from the effective date of the waiver for eligibility to reacquire coverage. Individuals must also undergo a physical exam (either at their own expense or through the NASA Clinic) to reacquire coverage.

Benefits (cont.)

The employee and the Government share the cost of the basic life insurance. The cost of the *optional* insurance must be paid entirely by the employee, since the Government does not contribute toward the cost of optional life insurance. The employee's share of the cost is paid through payroll deductions. Co-ops remain covered under FEGLI without cost for up to 12 months while in LWOP status; after 12 months in LWOP status, the insurance is canceled. If coverage is lost due to expiration of 12 months in LWOP status, coverage will be restored upon the return to active duty.

In addition, employees may elect to participate in the NASA Employees Benefit Association (NEBA) Group Life Insurance Plan. The amount of life insurance available is based on annual earnings. The cost of the premiums is based on age of the employee and amount of insurance. Premiums may be paid through payroll deductions while in active duty status. Co-ops are required to pay quarterly premiums while in LWOP status. Payment notices are mailed to home addresses. Insurance coverage will continue while the Co-op is in LWOP status for up to 12 months, as long as the quarterly payments are made.

Retirement Plan

Federal employees are automatically enrolled in a retirement plan—the Federal Employees Retirement System (FERS). Participants are eligible to receive retirement income from three sources: Basic Benefit Plan, Social Security benefits, and a tax-deferred savings plan (Thrift Savings Plan).

The Thrift Savings Plan (TSP) is similar to a 401K plan in the private sector. Employees may contribute up to 11% of their basic pay each pay period. Federal agencies automatically contribute an amount equal to 1% of the basic pay each pay period. These contributions are made whether or not an employee contributes money into a TSP account. Employees who contribute money into a TSP account will receive Agency Matching Contributions. These matching contributions apply to the first 5% of pay contributed and 50 cents on the dollar for the next 2 % of pay. Federal agencies will not match the contributions that are made above 5 percent of pay each pay period.

Salary deductions contributed to the retirement system will be reimbursed to NCIP participants upon separation or resignation from the program. Participants must apply for reimbursement through the Headquarters Office of Human Resources, Code CP.

Detailed information regarding the Federal Employees Retirement System (FERS) and the Thrift Savings Plan may be obtained from the Field Center Office of Human Resources.

Federal Credit Union

As NASA employees, NCIP participants are eligible for membership in various Federal Credit Unions. Credit union branches are conveniently located either on-site or near most NASA installations and are accessible on-line.

Administrative Issues

Promotion Procedures for Co-ops

Promotion Requirements: Promotion within NCIP is predicated upon (i) successful academic achievement at the university/college where enrolled, (ii) successful on the job performance and successful completion of training, and (iii) meeting eligibility requirements.

- Successful academic achievement/progress: Students must provide the NCIP Program Manager with a copy of a current university/college transcript upon return to active duty status. Successful completion of all attempted coursework is expected.
- Successful on-the-job performance: The NCIP Program Manager may solicit a promotion assessment from the Procurement Officer at the co-op's current duty location and/or the co-op's immediate supervisor. Performance evaluations, the individual development plan (IDP), and satisfactory completion of training may also be taken into consideration.
- The following eligibility requirements must be satisfied for promotion to the next higher grade level. This criteria is consistent with the NASA qualification standard for Student Educational Employment Program positions:
 - GS-4 Sophomore class standing -- usually defined as 30 semester hours/45 quarter hours
 - GS-5 Junior class standing -- usually defined as 60 semester hours/90 quarter hours
 - GS-6 Senior class standing -- usually defined as 90 semester hours/135 quarter hours
 - GS-7 College graduate

A co-op may receive only one promotion per work period and must work a minimum of sixty days in a period to be for promotion eligibility.

Responsibilities: Co-ops must notify the NCIP Program Manager of promotion eligibility and forward all necessary documentation. The NCIP Program Manager will monitor participation in the Program and forward the appropriate documentation to the NASA Office of Human Resources, Code CP for processing.

The NCIP Program Manager is responsible for promotion determination and coordinates promotion effective dates with the Headquarters Office of Human Resources, Code CP.

Promotion Procedures for Interns

Interns are eligible for a one grade level promotion upon successful completion of each 12-month period in active duty status at the next lowest grade level. Successful completion is determined by:

- Successful on-the-job performance. A written recommendation for promotion from the intern's immediate supervisor should be forwarded to the NCIP Program Manager at least 30 days prior to the anticipated promotion date. Performance evaluations, the individual development plan (IDP), and satisfactory completion of training may also be taken into consideration.

Administrative Issues (cont.)

Rotations Between Centers

Co-ops

Upon graduation and conversion to intern status, participants are assigned to a second duty location. The rotation requirement is designed to expand the intern's understanding of NASA by providing exposure to more than one NASA environment and mission focus.

Co-ops are encouraged to submit Center selections in order of preference. Every effort will be made to accommodate preferences. The NCIP Manager will work closely with participants to ensure a smooth transition.

Interns

NCIP participants hired after April 2002 serve 12 months at the first duty location and are then reassigned to a second duty location for the remainder of the 30-month program.

The rotation between NASA Field Centers is mandatory. Interns are encouraged to submit Center selections in order of preference. Every effort will be made to accommodate preferences. The NCIP Manager will work closely with participants to ensure a smooth transition.

Upon successful completion of the program, interns are eligible for permanent positions at one of the NASA Field Centers. Interns may express a preference for a permanent assignment. All efforts will be made to accommodate those preferences.

Early Exit

Participants are eligible to be placed in permanent positions at the Centers after the completion of 12 months of the 2nd rotation, on a case-by-case basis.

Individual Development Plans (IDPs)

NCIP participants, supervisors, mentors, and the NCIP Manager together are responsible for the individual's professional development. This process includes defining workload assignments and training experiences for each work period, establishing a plan for accomplishment, and regular evaluation of the participant's success in completing the components of Individual Development Plan (IDP).

Procedure:

Co-ops: The co-op and the supervisor and mentor must prepare an NCIP Individual Development Plan (IDP) utilizing the format in Attachment B at the beginning of the first work period. This IDP encompasses not only the initial work period but also all future co-op work periods. The applicable work experiences in Attachment A and training courses in Attachment F should be allocated in the IDP among the co-op's work periods. Once the IDP is completed, signed by the Co-op and supervisor, a copy should be forwarded promptly to the NCIP Manager (Headquarters, Code HK). The IDP accommodates unforeseen changes such as fluctuations in procurement office work or changes in training class dates.

The IDP must be updated and a copy of the updated IDP provided to the NCIP Manager (Headquarters, Code HK) along with the Supervisor's evaluation form as part of the quarterly performance evaluation.

Administrative Issues (cont.)

Intern: Each intern in conjunction with the appropriate supervisor and mentor will prepare an NCIP IDP, utilizing the format in Attachment C upon conversion to intern status or employment as an intern. A copy should be sent to the NCIP Manager (Headquarters, Code HK). Any changes in, or updates to, the NCIP IDP should be made during the semi-annual performance evaluations, or on an as needed basis (for example, to accommodate fluctuations in procurement office workload assignments or changes in training class dates).

The Intern and the supervisor must agree to any such changes made to the NCIP IDP. A copy of the updated NCIP IDP must be provided to the NCIP Program Manager promptly after the completion of the semi-annual evaluations.

Performance Evaluations

Interaction between the supervisor, the mentor and the NCIP participant is critical to a successful work experience. On-going communication of the organization's expectations and feedback on performance is essential. Supervisors and mentors will monitor progress in accomplishing the scheduled developmental activities during each work period, revising the NCIP Individual Development Plan as necessary. They will provide regular feedback, both formally and informally, to ensure that expectations are met.

Performance evaluations will be conducted as follows:

- Co-op performance evaluations will take place either quarterly or at the end of each work period. Intern performance evaluations will take place on a semi-annual basis. Time spent away from the office in formal training classes that are at least three weeks in length do not count towards the rating periods.
- The supervisor, after consulting with the individual's team lead and/or mentor, will prepare a written performance evaluation over the rating period using the evaluation form in Section C of Attachment B or Attachment C as appropriate.
- Not later than two weeks after the end of each rating period (and, in the case of the final evaluation of the work period, prior to the Co-op departure from the Center), the supervisor and the NCIP participant must meet to discuss the supervisor's written evaluation and the participant's written self-evaluation. Any changes and/or updates to the IDP should be made at this time.

At the end of each rating period, NCIP participants must complete the self-evaluation form. The self-evaluation should briefly describe work and training experiences, completed and in progress. It should also include comments on the quality and meaningfulness of work experiences and training, as well as note the need for any supplementary training or work experiences. The contents of the self-evaluations must be discussed with immediate supervisors.

NCIP participants must complete the questionnaire form. Co-ops should complete the questionnaire at the end of each work period while interns must complete it on an annual basis. The questionnaire need not be discussed with the supervisors. The original questionnaire must be forwarded to the NCIP Manager (Headquarters, Code HK).

Administrative Issues (cont.)

Official Government Travel Procedures

When official Government travel is required, the following procedures apply:

- Obtain supervisory approval for travel
- Obtain the appropriate travel authorization
- Ensure that the necessary travel arrangements are made (i.e., flight and lodging reservations, etc.)
- Utilize the Government travel card for authorized expenses while on travel
- Submit a travel voucher for reimbursement of travel expenses upon completion of travel
- Pay the travel card balance in full within the 30-day billing cycle

A general description of the process follows below.

Government Travel Card

Government-issued credit cards are issued to NASA employees who travel on official Government business. Employees must submit an application for a travel card to the Headquarters travel office prior to required travel. The card is used to pay for expenses connected to official travel **only (this does not include local travel)**. Official expenses include: airfare, lodging, meals, car rental (when authorized) and other authorized miscellaneous expenses.

The cards are issued through the Bank of America MasterCard Travel Card Program. The NASA employee is responsible for prompt payment of accrued balances. Any balance must be paid in full at the end of each billing cycle. Bank of America will revoke travel card privileges for non-payment or late payments. For more information on the proper utilization of Government travel cards, refer to Attachment G or contact the NCIP Manager or the Headquarters Program Coordinator: Rose Butler at 202-358-0184.

Travel Orders and Vouchers

Prior to travel

The Headquarters Office of Procurement, Code H is responsible for all travel expenses related to the NCIP. Participants must complete a Travel Request and Authorization form (NASA Form 372) at least two weeks prior to travel. Participants should solicit the assistance of the organizational administrative assistant or secretary to ensure accuracy in completing the form. Completed forms should be faxed to Bridget Bond (202-358-3082) for authorization and processing. Bridget will fax a copy of the authorized travel orders directly to each participant.

After travel completion

A Travel Voucher form (SF 1012 and 1012A) must be completed upon return from travel and forwarded to Bridget Bond for authorization and processing. All associated travel receipts (hotel, air fare receipts, etc.) must accompany the travel voucher. The Headquarters Travel Office directly deposits the travel reimbursement via electronic funds transfer.

Transportation Reimbursement/Relocation Benefits

Change of Station Reimbursement

NCIP co-ops are eligible for relocation benefits (including all applicable allowances) for one of the following:

- Travel to first duty station or
- Travel to intern center

Administrative Issues (cont.)

NCIP interns hired after April 2002 are eligible for the following relocation benefits (including all applicable allowances):

- First duty station benefits – travel to first duty assignment
- Permanent change of station benefits - travel to rotational duty assignment

Participants are required to sign a continuation in service agreement to remain with the Agency for 12 months in return for accepting relocation benefits. Participants agree to repay any travel costs reimbursed by NASA if resignation is tendered prior to the 12-month period.

Transportation Reimbursement

NCIP co-ops are eligible to receive reimbursement for transportation costs incurred for travel to and from duty locations and school. Travel request and authorization forms should be completed in the same manner as indicated above for official Government travel. (Co-ops returning to active duty status from school should contact Bridget Bond directly for travel authorization processing.) Co-ops completing their last duty tour prior to graduation must agree to convert to intern status in order to be reimbursed for transportation costs back to school.

Allowable transportation costs include:

- Mileage or airfare (whichever is lower),
- Per diem (not to exceed the established rate in the area where you obtain overnight lodging).
- Other allowable miscellaneous costs

Note: Rental car expenses are not authorized.

Per diem costs are reimbursed when traveling at least 300 miles per day. Rates should be calculated based on the location of lodging.

Travel vouchers should be submitted as soon as possible after the completion of travel. Vouchers should be faxed to the Center organizational secretary (or whoever prepared the travel orders). They in turn will forward the vouchers to Bridget Bond for the appropriate signatures and processing. Always include copies of receipts with vouchers.

Air Line Ticket (if applicable)

Hotel receipt(s)

Gas receipts (if applicable)

Food receipts

Toll receipts

There is no commitment requirement related to the reimbursement of these costs, however, if a student does not return to the NASA duty station for the next work tour (i.e., resigns from the program), those transportation costs which were reimbursed must be paid back to NASA.

Administrative Issues (cont.)

Standards of Conduct

NASA expects the NCIP participants to adhere to the Standards of Conduct required of all NASA employees. The “Standards of Conduct Handbook” addresses the regulations concerning the ethical standards of conduct required of all NASA employees. The handbook covers topics such as outside employment, use of Government property, and acceptance of gifts, gratuities, or entertainment. Participants are encouraged to become familiar with the handbook.

Safety Hazard/Injury

NASA’s safety priority is to protect: (1) the public, (2) astronauts and pilots, (3) the NASA workforce (including contractor employees working on NASA contracts), and (4) high-value equipment and property. Participants are encouraged to bring to the attention of supervisors or organizational safety representatives any condition that appears to be harmful or dangerous to the well-being of employees at the Center so that action may be taken to correct the safety hazard.

Notify supervisors immediately if injuries are sustained while on the job. Supervisors should ensure that injured employees receive the medical treatment at the Center Clinic or other medical facility as appropriate. If a disability occurs as a result of the injury, NASA may provide compensation and medical care.

Official Personnel Folder

The Official Personnel Folder is a chronological collection of personnel actions, awards, training, and position descriptions spanning an employee’s entire civilian service tenure. NCIP participant’s files are maintained at NASA Headquarters, Code H.

The Notification of Personnel Action Form (SF-50) is used to record personnel actions including appointment to the Federal service, promotions, reassignments, health and life insurance changes, resignations, etc. NASA Headquarters maintains a copy of the SF-50 in your Official Personnel Folder. Copies are forwarded to NCIP participants and should be maintained in a personal file containing the “employee copy” of all SF-50 actions.

Reimbursement for College Courses

Co-ops:

Co-ops are eligible for participation in the Tuition Assistance Program, which provides limited financial support for college courses taken. Assistance is available for registration, tuition and curriculum related fees (i.e., laboratory, library and computer fees). The amount available for course reimbursement is currently \$2500 per person, per fiscal year. This figure may vary depending upon the availability of funds and the number of Co-ops requesting assistance. More detailed information on the reimbursement guidelines and criteria are contained in the Tuition Assistance Guide. Co-ops should notify the NCIP Program Manager of their interest well in advance of the commencement of the semester/quarter.

Administrative Issues (cont.)

Interns:

Interns are eligible to receive reimbursement of tuition costs and books for graduate level courses from Headquarters. The amount available for course reimbursement is currently \$2500 per person, per fiscal year. This figure may vary depending upon the availability of funds and the number of interns requesting reimbursement. More detailed information on the reimbursement guidelines and criteria are contained in the Tuition Assistance Guide. Interns should notify the NCIP Program Manager of their interest well in advance of the commencement of the semester/quarter.

Continuation in Service Agreement

Participation in the tuition assistance or course reimbursement programs requires completion of a continuation in service agreement. Participants must agree to continue in the employment of NASA for a period equal to three times the length of the semester/quarter, commencing upon the actual completion of the date of the semester/quarter, unless involuntarily separated from NASA in order to receive the benefits. Participants must reimburse NASA for costs paid, if they resign from the program or leave NASA prior to completing the requisite time in the service agreement.

Badges

An identification badge is issued to each participant at the beginning of the initial work tour. This badge is the property of the U.S. Government. Co-ops must return the badge to the Center Security Office at the end of each work tour. For security purposes, the badge must be worn at all times on the Center or other NASA facility in a visible location. Lost badges should be immediately reported to the Center Security Office.

Headquarters identification badges will be issued to all new interns during the new intern orientation process beginning in 2003. The Headquarters' badge is recognized and accepted at all NASA installations and must be worn at all times. Problems encountered regarding acceptance of the Headquarters' badge at other NASA installations should be reported immediately to the NCIP Manager or Steve Peyton of the Headquarters Security Office, at 202-358-0191 for resolution. Badges must be returned to the Headquarters Security Office upon completion of the 30-month program or resignation from the program.

Security Clearance

All NCIP participants are required to obtain security clearance from the Headquarters Security Office. The appropriate security forms must be completed and returned to the Headquarters Security Office shortly after selection into the program. Commencing in 2003, all new interns will complete the requisite forms during the new intern orientation process.

Resignation/Termination

Resignation

NCIP participants may resign from program at any time. A participant electing to resign must contact the NCIP Program Manager for instructions on resignation procedures. A written letter of resignation must be submitted to the NCIP Program Manager. The letter should include the reason for resignation and a current mailing address.

Note: Any NASA reimbursed costs, which require a continuation in service agreement, must be repaid if the terms of the agreement(s) have not been fulfilled at the point of resignation.

Administrative Issues (cont.)

Termination

A Co-op's appointment may be terminated at any time for serious cause including:

- Suspension, expulsion, or withdrawal from school
- Unsatisfactory work performance or inappropriate conduct
- Failure to maintain academic standards
- Budgetary constraints

An Intern's appointment may be terminated at any time for either of the following reasons:

- Unsatisfactory work performance
- Budgetary constraints

Prior to termination, the participant will receive advance notice of an impending adverse action. Participants will be provided ample opportunity to rectify situations, which may lead to termination.

Note: It is NASA's policy to avoid a reduction-in-force whenever possible.

Training

Center Training Courses

NCIP participants are eligible to attend any NASA-sponsored courses offered at the respective Field Centers that will assist in job performance. For example, many computer software classes such as Microsoft Excel, Powerpoint or Access provide higher levels of proficiency to users. Additionally, many Centers offer courses, which are directly or indirectly related to the area of procurement (i.e., Appropriations Cycle, Budget Process, Negotiate to Win, etc.) Course selection and attendance should be discussed and coordinated with supervisors.

Headquarters-Sponsored Procurement Courses

Certification standards are established for NASA procurement positions. The standards include a combination of formal education, training and experience. NCIP participants are required to meet these standards. Participants are required to meet Level I and Level II proficiency standards by the completion of the program.

Co-ops typically attend one course per work period, interns may attend courses as availability and workload assignments allow. It is desirable but not required that interns hired during the same period attend courses as a group. .

Level I (Entry)

Entry-level training standards are designed to establish fundamental qualifications and expertise in an individual's job series or career field. Development at the entry level lays the foundation for career progression and is designed to prepare qualified and motivated personnel for positions of increasing responsibility.

Level II (Intermediate)

At the intermediate level, specialization is emphasized. Development continues, including on-the-job rotational assignments, but the length of time an individual spends in each position generally increases.

The Headquarters Office of Procurement sponsors training courses, which allow procurement personnel to achieve the requisite levels of proficiency. The courses, typically provided by the Defense Acquisition University's (DAU's) Naval Center for Acquisition Training (NCAT) offer significant benefits for NASA procurement personnel--including exposure to a wider range of procurement practices and receipt of Department of Defense course completion certificates. They are generally held in the Washington, DC area, usually in Rockville, Md., Hampton, Va. or Virginia Beach, Va. The courses will vary in length from two to four weeks. A description of the courses required for Level I and II certification is included in Attachment F.

Mentoring

Under the NASA Contracting Intern Program, Co-ops are hired to work in Field Center procurement offices and will be exposed to the various phases Government procurement during the work periods. An essential element of the program is that the Centers create an environment where the Co-ops, and later Interns, develop professionally through progressively more challenging work assignments, on-the-job and formal training, and mentoring. Mentoring is considered such an important element of the program that we require each Co-op and Intern to have a mentor.

A NCIP Mentoring Guide (Attachment E) is designed to serve as a tool by both the Co-ops and Interns and their mentors.

Intern Conversion

Co-ops are eligible for conversion to intern status upon:

- Successful completion of all academic requirements leading toward degree conference
- Completion of NASA qualification requirements
 - Satisfactory performance evaluations
 - Completion of mandatory training requirements

Conversion to intern status must occur within 120 days of graduation. Conversion offers are contingent upon availability of positions, program funds and administrative conditions.

Undergraduate Conversion Requirements

Conversion to intern status at the GS-7 level requires:

- Completion of an appropriate undergraduate degree,
- Completion of at least 640 hours (or 16 weeks) in an active duty status
- U.S. citizenship

Graduate Conversion Requirements

Conversion to intern status at the GS-7 level requires:

- Completion of an appropriate graduate degree
- Completion of at least 640 hours (or 16 weeks) in an active duty status
- U.S. citizenship

Note: Graduate co-ops who convert to intern status are eligible for promotion to the GS 9 level after successful completion of 12 months in active duty status. The 12-month time-in-grade requirement includes time spent in active duty status as a co-op at the GS-7 level. All other promotion criteria must also be met for eligibility.

Phases of the NCIP

The NCIP was originally designed with two phases:

- Co-op – participants pursuing an undergraduate or graduate degree are considered co-ops.
- Intern – upon completion of an undergraduate or graduate degree, co-ops may be eligible for conversion to intern status.

Effective 2002, all new NCIP participants will be hired as interns. A minimum of a bachelor's degree is required for program eligibility.

Upon completion of the program, each participant will be offered a permanent assignment at a NASA Center. Participants will be given the opportunity to provide a preference of Center locations. Every effort will be made to assign participants to their preference Center, contingent upon availability of permanent positions. Arrangements for assignment to another Center will be made if there are no available positions at the preference Center.

List of Attachments

Attachment A

Procurement Workload Responsibilities

Attachment B

Co-op Individual Development Plan

Attachment C

Intern Individual Development Plan

Attachment D

Time Sheet Forms

Attachment E

NCIP Mentoring Guide

Attachment F

Procurement Course Descriptions

Attachment G

Proper Use of Government Credit Cards

Attachment H

NCIP Points of Contact

Attachment A

Procurement Workload Responsibilities

Procurement Workload Responsibilities

Understanding the basics of procurement:

- Procurement request package
- Simplified acquisitions
- Grants
- Orders under existing contracts (General Services Administration (GSA), Federal Supply Schedule (FSS), NASA's Consolidated Contracting Initiative (CCI), other government agencies)
- Fixed-Price Contracts
- Basic price or cost analysis

Demonstrated Ability to perform procurement activities in accordance with FAR and NFS requirements:

- Document preparation for approval by a Contracting Officer (determination & findings, synopses, pre-negotiation position memorandums (PPM), price negotiation memorandums (PNM), etc.)
- Preparation of solicitation documents
- Preparation of contracts for award
- Routine contract administration (e.g., processing payment requests, contract modifications, past performance evaluation, etc.)

Demonstrated ability to utilize existing procurement systems, processes, and tools:

- Microsoft Office Suite software
- Integrated Procurement Management System (IPMS) or Automated Management System (AMS)
- Electronic Posting System (EPS)
- Integrated Document Generation System (IDGS)
- Virtual Procurement Office (VPO)
- Etc.

Intermediate Level Procurement Activities

- Utilization of skills acquired performing basic functions on moderately complex activities
- Interaction with personnel from HQ, other Centers & other agencies (e.g., DCMC, DCAA, SBA)
- Assisting senior contract specialists in administration of cost reimbursement contracts (issuance of task orders, modifications, voucher processing, financial management report (533) analysis, award fee evaluation, etc.)
- Contract closeout activities
- Participation in source evaluation board activities (committee membership, recorder responsibilities)
- Performance of moderately complex contract administration
- Exposure to other specialized procurements (Cooperative Agreements, NRAs, Interagency Agreements, Institutes)

Attend Headquarters Sponsored Training Classes:

- Fundamentals of Contracting, CON 101 (4 weeks)
- Fundamentals of Contract Pricing, CON 104 (3 weeks)
- Government Contract Law, CON 210 (2 weeks)
- Intermediate Contracting, CON 202 (3 weeks)
- Intermediate Contract Pricing, CON 204 (2 weeks)

Attachment B

Co-op Individual Development Plan

NASA CONTRACTING INTERN PROGRAM
NCIP INDIVIDUAL DEVELOPMENT PLAN AND SUPERVISOR EVALUATION FORM
For NCIP CO-OPS

Co-op Name:	Center:	Mentor:
Signatures below signify agreement to the attached NCIP Individual Development Plan		
Co-op:	Date:	
Supervisor:	Date:	
Procurement Officer:	Date:	
Program Manager, NCIP:	Date:	

NCIP Individual Development Plan Instructions: The NCIP Individual Development Plan (IDP) consists of the IDP signature page and Sections A and B. The form is to be completed by jointly by the co-op, supervisor and mentor. Sign a completed copy and forward it to the NCIP Program Manager (Headquarters, Code HK) within two weeks of the co-op's return to duty. The IDP covers the current period as well as all future co-op duty tours.

Section A, Co-op Work Experiences: Identify the planned "Development Method" for each work experience listed. Complete the "Date Planned" column for each, indicate either the current duty tour or future tours. The order in which the work experiences occur may differ from the order in which they are listed. Scheduling of work experiences depends upon the number and length of the duty tours and the availability of opportunities to accomplish the work experiences. Any work experiences not accomplished should be so noted with a "N/A" in the "Work Period Scheduled" column.

Section B, Co-op Training Requirements: Identify the duty tour in which course attendance is planned in "Work Period Scheduled" column. Include any additional training courses determined necessary for co-op performance/development.

Modify the NCIP IDP at the end of each rating period, to reflect any applicable changes. The supervisor and co-op both participate in this process. Note any completed work experiences and training courses in the appropriate columns. Submit a copy of the updated NCIP IDP to the NCIP Program Manager (Headquarters, Code HK) along with the evaluation form at Section C.

NCIP Supervisor Evaluation Form Instructions: The supervisor, after consulting with the co-op's team lead and/or mentor, will prepare a written evaluation of the co-op's performance over the past rating period using the evaluation form in Section C. The evaluation factors shown may be supplemented with additional factors. The evaluation form must be completed promptly so that the supervisor and co-op can meet timely (no later than two weeks after the end of each rating period and, in the case of the final evaluation of the work period, before the co-op departs the Center) to discuss the supervisor's evaluation and the co-op's self evaluation. The NCIP IDP must also be updated at this time. The supervisor's evaluation form with signatures, along with the updated NCIP IDP, will be sent promptly to the NCIP Program Manager (Headquarters, Code HK).

Individual NCIP Development Plan for Co-ops

Co-op Name:	Center:				
Section A: Co-op work experiences and training requirements.	Development Method		If method is course,	Accomplishment Date	
	<u>OJT</u> <u>Course</u> Check all applicable (use an "X")		Course title, and source, if applicable	Date Planned	Date Completed
1. Understanding the Basics of Procurement:					
a. Basic elements of Procurement request package					
b. Simplified acquisitions					
c. Grants (if available)					
d. Orders under existing contracts (GSA, NASA, other government agencies)					
e. Fixed-Price Contracts (e.g., MidRange, commercial or SBIR, if available)					
f. Basic price and cost analysis					
2. Demonstrated Ability to Interpret and Apply the FAR and NFS to Routine Procurement Activities:					
a. Preparation of file documentation for approval by a Contracting Officer (D&F, Synopsis, Market Research, PPM, PNM, etc.)					
b. Preparation of RFP & RFO Solicitations (e.g., competitive fixed-price, commercial and non-commercial, MidRange)					
c. Preparation of contracts for award					
d. Routine contract administration (e.g., processing payment requests, changes in technical officer)					

Co-op Name:		Center:		
Section B: Co-op TRAINING REQUIREMENTS; Listed below are contracting courses mandatory for certification to Level I. Spaces are provided to list additional training courses determined essential to successful performance in the procurement office. Individual co-op needs and abilities will determine which Center courses will be added below. Examples are courses on software, effective writing, communication skills, etc.				
COURSE TITLE	COURSE NUMBER	WORK PERIOD SCHEDULE	ACTUAL COMPLETION DATE	NOTES
Fundamentals of Contracting	CON 101			
Fundamentals of Contract Pricing	CON 104			

Co-op Name:	Center:	Rating Period:
		From: To:

SECTION C: Co-op performance evaluation form for Supervisor:

PART 1: Evaluation Factors: The evaluation factors below represent work behavior that can be observed within the co-op's assignments appearing in Sections A and B. Based on your observations of the co-op's performance, rate EVERY appraisal factor. Using the following scale, enter the appropriate number in the box next to each evaluation factor.

1 Significantly below Fully Successful

2 Below Fully Successful

3 Fully Successful

4 Slightly above Fully Successful

5 Above Fully Successful

6 Significantly above Fully Successful

WORK PRODUCTIVITY: Productive during work time; completes work projects, duties, and tasks in a timely manner.	
WORK EFFORT: Exerts effort and shows initiative in starting, carrying out, and completing tasks; spends time effectively performing work.	
ADAPTABILITY TO WORK: Picks up new ideas and procedures quickly; is easy to instruct; adapts to the demands of new situations; understands and carries out oral and written instructions.	
SKILL IN WORK: Performs job associated tasks well, whether they require physical, technical, or professional skills; considered very skillful on the job.	
WORKING RELATIONSHIPS: Sensitive to the behavior of fellow workers, supervisors, and subordinates; maintains effective working relationships.	
COMMUNICATION: Communicates clearly and effectively, whether orally or in writing.	

PART 2: In the space below, provide a narrative describing the co-op's performance level during the rating period. The narrative should address the co-op's performance including accomplishments, strengths, skills, and any suggestions for improvement (e.g. job skills, attitude, communication, course work, etc.). Attach an additional page if more space is needed.

Co-op signature	Date	Supervisor signature	Date
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NCIP CO-OP SELF-EVALUATION

Co-op Name:	Center:	Rating Period:
		From: To:

1. Accomplishments: Describe in narrative fashion your accomplishments during the rating period, covering both work experiences and formal training, if any. Identify your assigned office(s) and the nature of your assignments. Relate your work assignments to your Individual Development Plan (IDP). Continue on an additional page, if necessary.

2. Self-Development: Describe any education, training or other activities that you performed on your own time during this rating period and which enhanced your co-op experience. If none, indicate by “not applicable”.

3. Recommended changes to Co-op’s IDP (if any):

Co-op signature	Date

NCIP CO-OP QUESTIONNAIRE

This questionnaire does not have to be shared with your supervisor or mentor

Co-op Name:	Center:	This questionnaire must be completed at the end of each work period (not rating period) or at a minimum annually. It should be submitted to the NCIP Program Manager (HQ Code HK) before you leave the Center.
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1. How useful has your co-op experience been to date in preparing you for your career field? (Place an "X" in the appropriate block).

Outstanding:	Very Good:	Satisfactory:	Marginal:	Unsatisfactory:
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2. Indicate the level of support you received from the Center in preparing your Individual Development Plan (IDP) and scheduling your development experiences.

Outstanding:	Very Good:	Satisfactory:	Marginal:	Unsatisfactory:
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3. Indicate the effectiveness of NASA Headquarters in meeting your needs (e.g. answering questions, resolving problems, etc.).

Outstanding:	Very Good:	Satisfactory:	Marginal:	Unsatisfactory:
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4. If you responded to any of the above questions with "Marginal" or "Unsatisfactory", please explain in the space below. Attach a sheet if you need more space.

5. Do you have any suggestions for ways NASA can improve the NCIP to make it more relevant/effective for you? Attach a sheet if you need more space.

Co-op signature	Date
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Attachment C

Intern Individual Development Plan

**NASA CONTRACTING INTERN PROGRAM
NCIP INDIVIDUAL DEVELOPMENT PLAN AND SUPERVISOR EVALUATION FORM
For NCIP INTERNS**

Intern Name:	Center:	Mentor:
Signatures below signify agreement to the attached NCIP Individual Development Plan		
Intern:	Date:	
Supervisor:	Date:	
Procurement Officer:	Date:	
Program Manager, NCIP:	Date:	

NCIP Individual Development Plan Instructions: A NCIP Individual Development Plan (IDP), consisting of the IDP signature page and Sections A and B, will be filled out jointly by the intern, supervisor and mentor. The IDP will be completed, signed and a copy sent to the NCIP Program Manager (Headquarters, Code HK) within two weeks of the start of the intern's first work period. The IDP will cover all of the intern's planned future work experiences.

Section A, Intern Work Experiences: Identify with a checkmark the planned "Development Method" for each work experience listed. Complete the "Date Planned" column for each, filling in a current or future quarter and year. The order in which the work experiences occur may differ from the order in which they are listed. Their scheduling will depend on the number and length of the work periods and the availability of the work experiences during the intern period. Some work experiences may never be available and should be so noted with a "N/A" in the "Work Period Scheduled" column.

Section B, Intern Training Requirements: In "Work Period Scheduled" column, identify the work period when each course is planned to occur. Add any additional training courses determined to be necessary for intern performance/development.

At the end of each rating period, the NCIP IDP will be modified by the supervisor and intern to reflect changes, if applicable. Completed work experiences and training classes must also be noted on the forms in the appropriate columns. A copy of the updated NCIP IDP will be sent to the NCIP Program Manager (Headquarters, Code HK) along with the evaluation form at Section C.

NCIP Supervisor Evaluation Form Instructions: The supervisor, after consulting with the intern's team lead and/or mentor, will prepare a written evaluation of the intern's performance over the past rating period using the evaluation form in Section C. The evaluation factors shown may be supplemented with additional factors. The evaluation form must be completed promptly so that the supervisor and intern can meet timely (no later than two weeks after the end of each rating period and, if on a rotational assignment, before the intern departs the Center) to discuss the supervisor's evaluation and the intern's self evaluation. The NCIP IDP must also be updated at this time. The supervisor's evaluation form with signatures, along with the updated NCIP IDP, will be sent promptly to the NCIP Program Manager (Headquarters, Code HK).

Individual NCIP Development Plan for Interns

Intern Name:	Center:				
Section A: Intern work experiences and training requirements.	Development Method		If method is course,	Accomplishment Date	
	<u>OJT</u> <u>Course</u> Check all applicable (use an "X")		Course title, and source, if applicable	Date Planned	Date Completed
Group I Work Experiences					
1. Enhancement of skills gained in prior work experience for moderately complex procurements:					
a. Simplified acquisitions over \$100K, if available					
b. Preparation of competitive and non-competitive solicitations, including 8(a) (e.g. RFP, RFQ, IFB)					
c. Fixed-price and cost-reimbursement contracts (supply, services, R&D, construction, A&E)					
d. Preparation of file documentation (which may include review and approval at a level above the Contracting Officer)					
e. Cost analysis on a moderately difficult proposal					
f. Working with HQ, other Centers & other agencies (e.g. DCMC, DCAA, SBA)					
g. Assisting senior specialist in administration of cost reimbursement contracts (negotiated task orders, vouchers, 533 analysis, award fee, contract changes)					
h. Closeout of fixed-price contracts					
Group II Work Experiences					
a. Assisting senior specialist on a major procurement (member of business committee)					
b. Administration of cost reimbursement and fixed price contracts					
c. Exposure to other specialized procurements (cooperative agreements, NRA's, Interagency agreements, institutes)					
d. Closeout of cost reimbursement contracts					
e. Rotational assignment in Pricing Office or assisting senior specialists with moderately complex cost analyses					

Intern Name:		Center:		
Section B: Intern TRAINING REQUIREMENTS; Listed below are contracting courses mandatory for certification to Level II. Spaces are provided to list additional training courses determined essential to successful performance in the procurement office. Individual intern needs and abilities will determine which Center courses will be added below. Examples are courses on software, effective writing, communication skills, etc.				
COURSE TITLE	COURSE NUMBER	WORK PERIOD SCHEDULE	ACTUAL COMPLETION DATE	NOTES
Contract Law	CON 210			
Intermediate Contracting	CON 202			
Intermediate Contract Pricing	CON 204			

Intern Name:	Center:	Rating Period:
		From: To:

SECTION C: Intern performance evaluation form for Supervisor:

PART 1: Evaluation Factors: The evaluation factors below represent work behavior that can be observed within the intern's assignments appearing in Sections A and B. Based on your observations of the intern's performance, rate EVERY appraisal factor. Using the following scale, enter the appropriate number in the box next to each evaluation factor.

- | | |
|--|--|
| 1 Significantly below Fully Successful | 4 Slightly above Fully Successful |
| 2 Below Fully Successful | 5 Above Fully Successful |
| 3 Fully Successful | 6 Significantly above Fully Successful |

WORK PRODUCTIVITY: Productive during work time; completes work projects, duties, and tasks in a timely manner.	
WORK EFFORT: Exerts effort and shows initiative in starting, carrying out, and completing tasks; spends time effectively performing work.	
ADAPTABILITY TO WORK: Picks up new ideas and procedures quickly; is easy to instruct; adapts to the demands of new situations; understands and carries out oral and written instructions.	
SKILL IN WORK: Performs job associated tasks well, whether they require physical, technical, or professional skills; considered very skillful on the job.	
WORKING RELATIONSHIPS: Sensitive to the behavior of fellow workers, supervisors, and subordinates; maintains effective working relationships.	
COMMUNICATION: Communicates clearly and effectively, whether orally or in writing.	
SELF-SUFFICIENCY: Works independently with little need for additional supervision or help; follows through well; accomplishes all tasks required to complete a job on his/her own.	
WORK MANAGEMENT: Effectively plans and organizes work; properly follows or implements management procedures, directives, regulations or technical orders; ability to direct or evaluate others, or substitute for absent supervisor or team leader.	
PROBLEM SOLVING: Devises effective solutions to problems; or identifies effective methods and procedures for accomplishing objectives.	

PART 2: In the space below, provide a narrative describing the intern's performance level during the rating period. The narrative should include accomplishments, strengths, skills, and any suggestions for improvement (e.g. job skills, attitude, communication, course work, etc.). Attach an additional page if more space is needed.

Intern signature	Date	Supervisor signature	Date

NCIP INTERN SELF-EVALUATION

Intern Name:	Center:	Rating Period:
		From: To:

1. Accomplishments: Describe in narrative fashion your accomplishments during the rating period, covering both work experiences and formal training, if any. Identify your assigned office(s) and the nature of your assignments. Relate your work assignments to your Individual Development Plan (IDP). Continue on an additional page, if necessary.

2. Self-Development: Describe any education, training or other activities that you performed on your own time during this rating period which enhanced your intern experience. If none, indicate by "not applicable".

3. Recommended changes to intern's IDP (if any):

Intern signature	Date

NCIP INTERN QUESTIONNAIRE

This questionnaire does not have to be shared with your supervisor or mentor

Intern Name:	Center:	This questionnaire must be completed at the end of each work period (not rating period) or at a minimum annually. It should be submitted to the NCIP Program Manager (HQ Code HK) before you leave the Center.
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1. How useful has your NCIP experience been to date in preparing you for your career field? (Place an "X" in the appropriate block).

Outstanding:	Very Good:	Satisfactory:	Marginal:	Unsatisfactory:
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2. Indicate the level of support you received from the Center in preparing your Individual Development Plan (IDP) and scheduling your development experiences.

Outstanding:	Very Good:	Satisfactory:	Marginal:	Unsatisfactory:
--------------	------------	---------------	-----------	-----------------

5. Indicate the effectiveness of NASA Headquarters in meeting your needs (e.g. answering questions, resolving problems, etc.).

Outstanding:	Very Good:	Satisfactory:	Marginal:	Unsatisfactory:
--------------	------------	---------------	-----------	-----------------

3. If you responded to any of the above questions with "Marginal" or "Unsatisfactory", please explain in the space below. Attach a sheet if you need more space.

4. Do you have any suggestions for ways NASA can improve the NCIP to make it more relevant/effective for you? Attach a sheet if you need more space.

Intern signature	Date
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Attachment D

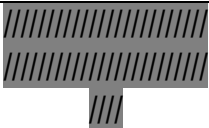
Time Sheet Forms

Weekly Time Sheet

Employee:

Week Ending:

Compensatory/Credit Hours

Day	Date	Hrs. Worked (e.g. 7:00-3:30)	Worked Hrs.	Holi- day	A/L used	S/L used	CT earned	CT used	Total Hours
Sun									
Mon									
Tues									
Wed									
Thur									
Fri									
Sat									
Total									

Employee signature:

Date:

Supervisor signature:

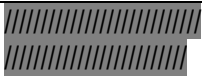
Date:

Fax time sheet to Bridget Bond at (202) 358-3082 by 3 pm (Eastern) on Wed.

Weekly Time Sheet

Employee: Fred Brown

Week Ending: 6/9/01

Compensatory/Credit Hours										
Day	Date	Hrs. Worked (e.g. 7:00-3:30) *	Worked Hrs.	Holi-day	Annual Leave	Sick Leave	Admin Leave	CT earned	CT used	Total Hours
Sun										
Mon	6/5	7:30-4	8							8
Tues	6/6	*				8				8
Wed	6/7	8:00- 4:30	8							8
Thur	6/8	7:30- 4:30	8					½		8½
Fri	6/9	7:30- 11:30*	4		4					8
Sat										
Total			28		4	8		½		40½

Employee signature: Fred Brown

Date: 6/7/01

Supervisor signature: Mary Smith

Date: 6/7/01

Fax time sheet to Bridget Bond at (202) 358-3082 by 3 pm (Eastern) on Wed.

*These are the actual hours worked. If less than 8, indicate accordingly.

Attachment E

NCIP Mentoring Guide

NCIP Mentoring Guide

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What is Mentoring?

Mentoring links experienced professionals (mentors) with inexperienced persons (protégés) to help foster the career development and professional growth of the protégé. The mentoring process requires the mentor and protégé to work together to help the protégé reach specific goals and to provide each other with sufficient feedback to ensure that the goals are reached.

Benefits of Mentoring

For the protégé —

- For new employees, like Co-ops and Interns, mentoring facilitates a smooth transition into the workplace. A mentor ensures that protégés have realistic expectations, understand the organization's culture and learn how to succeed in the workplace.
- A less experienced protégé, under a mentor's tutelage, can be given a chance to try different and more advanced tasks.
- The protégé is provided a role model and sounding board. By using the mentor as a role model, the protégé can learn from example. In addition, the protégé can use the mentor as a sounding board to express new ideas or to vent frustrations.

For the mentor—

- An opportunity to pass on your legacy to a new generation of employees.
- A chance to sharpen his/her management, leadership and interpersonal skills.
- A source of recognition from your peers.

For the organization—

- NASA gains a team of well-rounded employees. Both mentors and protégés have an opportunity to expand their leadership, interpersonal and technical skills through this relationship.
- Co-ops and Interns are successfully integrated into the organization as mentors pass on their values, ethics and standards.

Protégé Roles and Responsibilities

The successful protégé performs several roles:

- **Gauge:** A protégé is the gauge to measure how interactive a mentoring partnership will be. He or she decides upon the amount of dependence and guidance needed. A protégé should take the initiative to ask for help or advice and to tackle more challenging work.
- **Student:** A protégé is the student who needs to absorb the mentor's knowledge and have the ambition to do something with it. The protégé needs to practice and demonstrate what has been learned.
- **Trainee:** A protégé is a trainee who blends mentoring with other training approaches, such as formal training classes.

Mentor Roles and Responsibilities

The successful mentor assumes different roles depending on the needs of the Co-op or Intern:

- **Teacher:** As a teacher, you will help your protégé develop the knowledge and skills necessary for the protégé's successful performance and share your experiences as a seasoned professional. You may need to teach the protégé the skills and knowledge required to perform a job successfully, provide good examples or samples, or direct your protégé to a knowledgeable source (person or material). Avoid handing solutions to protégé all the time. Instead, help your protégé develop problem solving skills by asking the protégé to come up with at least three plausible solutions to each problem and then discussing the pros and cons of each.
- **Guide:** As a guide, you help your protégé navigate through the inner workings of the organization and decipher the unwritten office rules. This information can only be acquired over a period of time, and any "leg up" that you can give your protégé will speed up his or her integration into the organization.
- **Counselor:** As a counselor, you establish a trusting, open relationship with your protégé. To create this relationship, you need to stress confidentiality and show respect for the protégé. Don't disclose confidential information that the protégé shares with you. Listen carefully and attentively to the protégé and don't interrupt while he or she is talking.
- **Motivator:** Motivation is an inner drive that compels a person to succeed. Most Co-ops and Interns are enthusiastic about their jobs. You usually only act as a motivator when you need to encourage your protégé to complete a difficult assignment or to pursue an ambitious goal. Provide frequent positive feedback during an assigned task or while the protégé strives toward a goal. Show support by making yourself available to your protégé; a protégé who knows that you are always available will not be afraid to ask questions and seek guidance. Offer incentives such as praise, verbal recognition in front of peers, a chance to attend a seminar, etc.
- **Sponsor:** A sponsor creates opportunities for a protégé—opportunities that otherwise might not be made available. The goal of the mentor is to provide as much exposure for the protégé as possible, with a minimum risk of failure or loss of self-esteem.
- **Coach:** A coach helps a protégé overcome difficulties by providing both positive and constructive feedback. Both are critical to your protégé's growth. Your feedback should be frequent, helpful, specific and direct.
- **Advisor:** As an advisor, you help your protégé develop professional interests and set realistic career goals. Goals should be specific, time-framed, results-oriented, relevant, attainable, limited in number and somewhat flexible.

- **Referral Agent:** A referral agent works with the protégé to develop an action plan that outlines what knowledge, skills and abilities the protégé needs to meet his or her career goals. First, target the areas that require development, then select developmental activities. Use the action plan to move your protégé toward the career goals that you help to set in your role as advisor.
- **Role Model:** As a role model, you are a living example of the values, ethics and professional practices of NASA. Your will learn a lot about you while he or she observes how you handle situations or interact with others. For this reason, you must demonstrate high standards of professionalism, solid work ethics and a positive attitude.
- **Door Opener:** A door opener helps to establish a network of contacts within NASA, as well as outside the agency. Introduce your protégé to many of your own contacts to help the protégé build his or her own network structure.

Desired Characteristics of Mentors and Protégés

A successful protégé is: eager to learn, able to work as a team player, a risk taker, has a positive attitude, and perseveres in reaching goals.

A successful mentor is: supportive, patient, respected, people-oriented, inspiring, an effective teacher, an achiever, values NASA and respects others.

What to Look for in a Mentor

The most important consideration is someone the protégé can respect. If you know someone who has accomplished things that you admire and hope to achieve yourself, ask that person for guidance. The person should also be someone you could trust to discuss sensitive career issues confidentially.

If your goal is to advance, seek someone about two grades above yourself. If you seek a mentor who is much more senior than that, the path to advancement may have changed since that person was at your level and his or her guidance may not be as helpful as from someone who has been at your level more recently.

Look for someone who is patient and has the time to go over your goals and work with you on a career development plan.

Look for a person who will support your needs and aspirations, who will encourage you to accept challenges and overcome difficulties, and who will motivate and inspire you to reach your full potential.

Look for someone who is genuinely interested in people, has a desire to help others, knows how to effectively communicate and actively listen, and is able to resolve conflict and give appropriate feedback.

Seek someone who takes pride in their organization, who relishes challenges and understands the mission, vision, and values of the organization.

Five Essentials to Successful Mentoring

1. **Respect:** This is established when the protégé recognizes the knowledge, skills and abilities of the mentor and when the mentor appreciates the success the protégé has achieved to date and the protégé's desire to develop his or her full potential.

2. Trust: Mentors and protégés should build trust through communication and being available to each other, reliable and trustworthy.
3. Partnership Building: The mentor and protégé are professional partners. They must work together to maintain communication, address and fix obvious problems as they occur, examine how decisions might affect goals, and have frequent discussions on progress.
4. Realistic Expectations and Self Perception: A mentor encourages the protégé to have realistic expectations of the protégé's capabilities, the amount of time and energy the mentor can commit to the relationship, and what the protégé must do to earn the mentor's support for his or her career development. The mentor must give honest feedback when discussing the protégé's traits, abilities, talents, beliefs and roles.
5. Time: Set aside time to meet, even by e-mail or telephone. Don't change times, unless absolutely necessary. Control interruptions. Frequently "check in" with each other via informal telephone calls.

Common Mentoring Problems

Most mentoring arrangements are "natural" arrangements, i.e., potential protégés select their own mentors from within the workplace. NCIP's mentoring arrangement is a "formal" one where Co-ops and Interns are officially paired with mentors from within their organizations. This is necessary since Co-ops' and Interns' time is too short to wait for them to identify their own mentors. Both natural and formal mentoring arrangements can be very successful. However, even with the best of intentions, a mentoring relationship can fail or run into problems. If that happens, action needs to be taken. Here are some common potential mentoring problems and solutions:

1. *A mentoring style that does not meet the protégé's needs or suit the mentor.*

A mentor's style of mentoring may not always match the needs of the protégé. Mentoring style has a lot to do with who the mentor is and how he or she works. Some mentors give extensive directions or outline each step of an assignment. Others see the big picture and are more inclined to give looser, perhaps even vague directions to their protégés. One style isn't better than another. However, differences in styles between mentor and protégé can pose an obstacle to the mentoring relationship. If a mentor can't adapt his or her style to meet the developing needs of the protégé, frustration can result.

A mentor should begin by evaluating his or her protégé and discovering the required amount of guidance needed. Then the mentor can determine the appropriate style for the protégé. Look for verbal and non-verbal cues from the protégé.

2. *A mentor has insufficient time to devote to mentoring.*

Some mentors can't seem to devote enough time to their protégés. When a mentor sacrifices time with the protégé because of other commitments, the protégé may lose faith in the mentor and the mentoring relationship will suffer.

3. *A mentor has unrealistic expectations of the protégé.*

Sometimes a mentor can expect too much progress from the protégé in an unrealistic amount of time. Co-ops and Interns are new to both procurement and the government workplace. They need time to grow professionally and to make mistakes along the way. Mentors must try not to be impatient and expect too much too soon.

4. *A protégé has unrealistic expectations of the mentor.*

Some protégés expect too much from their mentors—demanding more time and attention than they actually need. Mentors and protégés should discuss mutual expectations early in the relationship.

5. *A protégé's supervisor feels excluded.*

It is imperative that the mentor not undermine the authority of the protégé's supervisor. A mentor and protégé should keep the supervisor updated by discussing protégé's achievements, progress, goals and action plan with the supervisor.

6. *A mentoring relationship doesn't "work".*

Sometimes, in spite of all their efforts, the mentor and protégé cannot make the mentoring relationship work as they both believe it should. When that happens, the mentor and protégé should apprise the protégé's supervisor of the problem. The supervisor should take action, either counseling the mentor and/or protégé or, if that fails, reassigning the protégé to another, more suitable mentor.

Continuing the Mentoring Connection

The NCIP mentoring relationship will last as long as the protégé is a Co-op or Intern and is assigned to that Center. When the protégé changes Centers or an Intern graduates from the NCIP, the NCIP requirement to have a mentor ceases. However, there are many benefits to the protégé to continue in a mentoring relationship—especially in the early stages of the career. Interns are encouraged to continue to have a mentor—either the mentor assigned under the NCIP, if that relationship has been successful, or a mentor of the Intern's own choosing.

The duration of this "natural" mentoring relationship depends on the protégé's needs. Mentoring relationships may end when the protégé has outgrown the need for his or her mentor's guidance. Sometimes, the relationship evolves into a strong friendship in which the two see each other as peers. We recommend an initial commitment of six months. At that time, the mentor and protégé should discuss what they have accomplished, whether it would be beneficial to continue, and what to work on in the future.

Attachment F

Procurement Course Descriptions

PROCUREMENT COURSE DESCRIPTIONS

CON 101 Contracting Fundamentals

Course Description: Contracting Fundamentals is a survey course encompassing the entire contracting process from receipt of a purchase request through contract completion including close-out in Commercial Contracting. Commercial contracting students are introduced to the organization and utilization of the Federal Acquisition Regulation (FAR) and the NASA FAR Supplement (NFS), as well as ethics and basic contract law. Application of the information is reinforced through a series of practical exercises that emphasize commercial practices including simplified acquisition procedures.

Course Objectives: Students who successfully complete this course will be able to:

- ☐ Determine contracting need and analyze contracting requirements.
- ☐ Plan competition and source selection.
- ☐ Draft contract solicitations.
- ☐ Evaluate offers.
- ☐ Award contracts.
- ☐ Plan contract administration.
- ☐ Monitor quality of and administer payment for contracts.
- ☐ Modify, terminate and close out contracts.

Who Should Attend: The course is designed for students new to the contracting workforce, either entry-level personnel or crossovers from other career fields.

Prerequisites: None.

Length: 19 Class Days

CON 104 Principles of Contract Pricing

Course Description: Contract Pricing is designed to provide entry-level contracting personnel with a solid foundation for the practice of price analysis, cost analysis, and negotiation techniques. It is required for Level I certification. This course provides essential fundamentals for the study and practice of price, cost and proposal analysis. It also provides a discussion and demonstration of applicable estimating techniques used to support these analyses. Topics include a review of the contracting environment, use and importance of market research, sources of data for cost and price analysis, application of price-related factors in the determination of reasonableness, methods for analyzing direct and indirect costs, methods for performing profit analysis, ethics in contract pricing, and a selection of current pricing topics. Various case scenarios and an actual cost analysis are used to illustrate and integrate the various concepts and techniques covered in the course. Individual and group negotiation workshops address the fundamentals of the negotiation process, including essential techniques, strategies, and tactics.

Course Objectives: Students who successfully complete this course will be able to:

- ❑ Understand the general environment of contract pricing.
- ❑ Determine the sources and means of acquiring data for cost and price analysis.
- ❑ Analyze direct and indirect costs.
- ❑ Perform a profit analysis, including the appropriate use and application of requirements relative to cost of money.
- ❑ Integrate and apply the various concepts and methods learned to a real-time cost analysis in the form of an integrating exercise.
- ❑ Apply selected techniques of cost of money and profit analysis.
- ❑ Apply the essential techniques, strategies, and tactics of the negotiation process, individually, and in small groups.

Who Should Attend: GS-5 and above

Prerequisite: CON 101.

Recommended: It is strongly recommended that students have a basic knowledge of algebra. Students should also bring a hand-held calculator.

Length: 14 Class Days

CON 202 Intermediate Contracting

Course Description: Intermediate Contracting presents experienced, intermediate-level contracting personnel with an intensive examination of the life cycle phases of contracting, including the pre-award phase of contracting (acquisition planning, solicitation, evaluation and award), and post-award contract administration, plus contracting problem analysis and resolution. Case studies, along with group and individual exercises, expose students to contracting problems, and challenge students to apply ethical principles, statutes, regulations, and sound business judgment toward the resolution of contracting problems. Major course topics include acquisition planning, contracting methods with an emphasis on formal source selection and noncommercial acquisitions, and contract administration including contract surveillance and quality assurance, financial management, terminations, and disputes resolution.

Course Objectives: Students who successfully complete this course will be able to:

- ❑ Perform acquisition planning to include the analysis of market research and requirements documents and consideration of recurring requirements, Government property, competition, contract type, and contract financing.
- ❑ Develop a formal source selection plan.
- ❑ Prepare a written formal source selection Request for Proposal for a noncommercial acquisition to include instructions for oral presentations.
- ❑ Analyze and evaluate price related and non-price related factors to include performance risk assessment.
- ❑ Determine the necessity for discussions, and where necessary, establish competitive range, conduct discussions and process a request for final proposal revisions.
- ❑ Prepare an award decision for a competitive negotiated acquisition, conduct debriefings, and take steps to mitigate and/or resolve protests.
- ❑ Construct an administration plan and conduct a post-award orientation.

- ❑ Implement contract changes via contract modification, and perform Government Property administration.
- ❑ Perform contract price or fee adjustments and process various contract payments.
- ❑ Perform contract surveillance and quality assurance functions prescribed by the contract to include problem resolution through the application of contract remedies.
- ❑ Determine when termination actions are appropriate.
- ❑ Analyze and apply the various procedures for resolving disputes and claims.

Prerequisite: CON 104 (except for Purchasing career field).

Recommended: Two and one half years of contracting experience after completing CON 101 is strongly recommended.

Pre-course Materials: Each student is required to prepare an in-depth written case study on some aspect of contracting (pre-award or post-award) prior to attending the course. Potential students will be provided with general information and grading criteria for the required case study. The written report, with support documentation, is collected on the first day of class. Students may be required to present their case studies to the class and to field questions from fellow students.

Length: 15 Class Days

CON 204 Intermediate Contract Pricing

Course Description: Intermediate Contract Pricing both reinforces pricing skills taught in CON 104 and develops skills in price analysis, advanced pre-award pricing decisions, post-award pricing decisions (modifications) and general contract pricing issues. The Course Terminal Objective is for students to recognize pricing issues and develop pre-negotiation objectives so that a fair and reasonable price position is supported in contract actions. The course is designed as a Group work focused, interactive student-to-student learning environment. Application of course material is developed through four scenarios covering supplies, services, systems and construction. Quantitative skills are interwoven with contracting topics and applied in these typical acquisition situations. Each group develops a portion of a scenario and leads the class in discussing the relevant pricing issues. Students are encouraged to share their experience and expertise in their group effort, and to help others develop these skills.

Course Objectives: Students who successfully complete this course will be able to:

- ❑ Understand and apply regression analysis techniques in contract pricing situations.
- ❑ Develop pre-negotiation positions on proposed indirect cost rates.
- ❑ Develop skills in estimating cost-to-complete.
- ❑ Estimate work difference using Improvement Curve Analysis.
- ❑ Apply work measurement factors to establish labor hour estimates.
- ❑ Using Net Present Value Analysis, determine the best procurement alternative.
- ❑ Describe how a price index number is determined and apply to project a new rate.
- ❑ Identify the elements of and calculate values required to use incentive type contracts.
- ❑ Given a statement of work change, determine the contract price adjustment.
- ❑ Using Market Research and the Contracting Officer's commerciality decision, determine the required cost data.
- ❑ Recognize issues and factors to consider in making a Lease versus Purchase decision.

- ❑ Understand defective pricing, cost realism analysis, contract types and pricing terminations for convenience and default.

Who Should Attend: This course is designed for personnel who already possess their Level I contracting certification and are working on their Level II certification.

Prerequisites: CON 104.

Precourse Materials: A welcome packet mailed approximately 30 days prior to attendance outlines objectives, purpose, and competencies, as well as introductory reading material and sample problems relevant to the course.

Length: 10 Class Days

CON 210 Government Contract Law

Course Description: Government Contract Law provides an understanding of the impact of Government Contract Law on daily decision-making in acquisition. It introduces basic legal principles and sources of contract law as they apply to the Government's acquisition of supplies and services, as well as construction services. Court cases and administrative decisions (General Accounting Office, Boards of Contract Appeals) are discussed with emphasis on how the law affects the Government/contractor interface and how to avoid legal disputes and maintain ethical business relationships.

Course Objectives: Students who successfully complete this course will be able to:

- ❑ Discriminate between statutory, regulatory, and ethical restrictions applicable to government contracts.
- ❑ Analyze and determine the manner in which the various pieces of Federal legislation and judicial and administrative decisions impact the formation of government contracts.
- ❑ Compare and contrast the different procedures and remedies available to an adversely affected bidder or offer or in the forums available in which to protest a government acquisition.
- ❑ Given different types and forms of property, summarize the government's rights in such property and the remedies available to both the government and the contractor resulting from the improper use of such property.
- ❑ Distinguish those situations in which the government has properly and improperly obligated federal monies.
- ❑ Identify actionable fraud and summarize possible options for remedying such conduct.
- ❑ Given different types of contracts, identify and select the government's rights with respect to delivery, and/or any express or implied warranties, and make a determination about when acceptance takes place.
- ❑ Given various situations in which a contractor has performed additional work not required by the original contract, (1) differentiate those situations in which the contractor is entitled to an equitable adjustment from those in which the contractor is not, and (2) if so entitled, determine the elements of the equitable adjustment.
- ❑ Provide the facts underlying a pending dispute, propose the probable course of the litigation, to include the nature of government employees' participation in such litigation.
- ❑ Determine the availability of and the circumstances necessary to terminate a government contract, given different factual situations.

Who Should Attend: Intermediate level personnel who have some experience with Government contracting and are responsible for contract formation or management.

Prerequisites: Level I Contracting Courses (CON 101 and CON 104).

Recommended: CON 202 is strongly recommended.

Length: 10 Class Days

The following courses are not required for NCIP participants but constitute requirements for Level III Certification:

CON 301 Executive Contracting

Course Description: Executive Contracting is a unique forum for senior personnel in the contracting career field to examine a wide range of acquisition issues. Through guest speaker lectures, discussions, workshops, and a Capitol Hill visit to observe Congressional activities, this course provides an intensive executive level view of current issues and events in acquisition and in particular, contracting. Topic areas cover: contracting policy (FAR Council, Office of Procurement Policy (OFPP), current, actual and proposed changes, and changing technologies), external forces (SBA, GAO, and legislative statutes), and work environment (contracting innovations, change, ethics, etc.).

Course Objectives: Students who successfully complete this course will be able to:

- ☐ Discuss the current, relevant, and projected contracting and management issues as they relate to contracting.
- ☐ Identify and discuss the impact on present acquisition and contracting practices of recently established or proposed policies, regulations, directives, or studies.
- ☐ Understand how legislation and procurement policy makers operate and work with issues, problems, and the community at large.
- ☐ Network with other contracting personnel on various approaches as a means of understanding and, if appropriate, implement ideas presented in the course.

Who Should Attend: This course is REQUIRED at Level III for all contracting personnel at the GS-13 through SES levels. Some senior GS-12 personnel may attend as well. This course is required as a refresher every three to five years to keep current in contracting policy.

Prerequisites: Level II Contracting courses (CON 202, CON 204, and CON 210).

Pre-course Material: Prior to attending the course, participants must prepare a paper describing: (a) contracting issues of importance to their activity and (b) a contracting improvement paper to be shared in the class.

Length: 5 Class Days

CON 333 Management for Contracting Supervisors

Course Description: The Management for Contracting Supervisors Course is designed for first line supervisors assigned to acquisition/contracting positions within the Federal Government. The course concentrates on numerous management issues formulated within a variety of preaward and postaward risk management scenarios that challenge acquisition professionals. Participants utilize the integrated case

study method, critical incidents, small group interaction and other teaching methods to assess and interpret the variables that affect contract performance and successful mission accomplishment in NASA procurement. Case scenarios are supplemented and reinforced by other techniques and issues that may be raised during the class by students. Participants are encouraged to apply their experience and expertise to the course, and to share/expand their knowledge of acquisition, procurement and management techniques. Participants are also encouraged to exchange visionary ideas on ways to continuously improve mission accomplishment.

Course Objectives: Students who successfully complete this course will be able to:

- ❑ Improve understanding of the entire acquisition process from the acquisition planning cycle, through the various steps such as budgeting, lead times, acceptance, payment and close-out.
- ❑ Develop and maintain better communications between all multifunctional team members.
- ❑ Develop a process for managing external interactions between contracting personnel and their customers. Processes such as empowerment, value-added time management, and Integrated Product Teaming will be discussed and utilized.
- ❑ Understand the competing interests of the various agencies and principal players such as customer requirements, requiring activities, higher headquarters, oversight activities, the contractor, and the general public.
- ❑ Encourage early interaction without giving an advantage to any particular contractor.
- ❑ Develop procurement planning skills which will help identify major problems, analyze facts/data, synthesize this information in terms of contracting and management disciplines, develop risk management techniques, create alternate managerial solutions, and justify the appropriate course of action.

Who Should Attend: First line supervisors or those about to be first line supervisors assigned to acquisition and/or contracting functions.

Prerequisites: One year of contracting experience after Level II certification.

Length: 5 Class days

Attachment G

Proper Use of Government Credit Cards

National Aeronautics and
Space Administration

Headquarters

Washington, DC 20546-0001

CP

TO: NASA Headquarters Supervisors and Employees

FROM: CP/Director, Headquarters Human Resources Management Division

SUBJECT: Misuse & Indebtedness of Federal Government Credit Cards

Federal employees are now required by law to use a Government issued travel credit card for most expenses of official travel. The General Services Administration (GSA), through an authorized contractor, makes available travel credit cards for official travel.

This letter advises you of your responsibility in using the card. NASA Headquarters employees are advised that the Government-issued credit card is to pay for expenses connected to official travel **only (this does not include local travel)**. These include the purchase of airplane tickets, lodging, meals, and other authorized miscellaneous expenses.

Regrettably, we have found sporadic misuse of the card for other than official Government travel. Since January 1, 2000, at NASA Headquarters, there have been 8 credit cards cancelled, 26 credit cards suspended for non-payment, and 10 warnings on unauthorized purchases/ATM withdrawals. In addition, delinquent accounts have been terminated and the card privileges revoked. In those cases, the situation was brought to the immediate attention of both the employee and his or her supervisor of record.

The large percentage of us are using the credit cards properly but as you can see there is a small population that are not acting responsibly with the credit card. However, we must ensure that all Headquarters employees and supervisors are aware of their responsibility so that these incidents are not repeated. The Agency is authorized to take disciplinary action against employees who misuse the card. The Agency is also authorized to collect undisputed delinquent amounts owed on the card from an employee's pay. Therefore, this memorandum serves as notice that misuse of the card or failure to pay amounts owed on the card may result in disciplinary action or garnishment of pay or both.

Misuse constitutes use of the card for any expenses not associated with authorized Government travel. This includes failure to pay dept to the travel credit card account, unauthorized withdrawals from Automatic Teller Machines (ATMs), and personal use of the credit card. Such misuse and delinquency violates the agreement that the cardholder signs, and is considered misconduct, and subjects the employee to corrective action.

Corrective action may include counseling, warning, official reprimand, suspension from duty without pay, or removal from the Federal Service. The severity of the penalty is based on the repetitive and/or the egregious nature of the violation.

It is important to note that we receive and monitor account information provided by the cad company. The Headquarters Facilities and Security Management Division, Code CO, Agency Program Coordinator (APC) identifies overdue accounts and notifies the employee and supervisor.

The Headquarters Human Resources Management Division, Code CP will issue specific policy guidelines regarding the use of the Government-issued credit card and disciplinary actions. Until then, when Code CP is notified by Code CO of a delinquent account or misuse of the card, the Code CP representative will provide guidance and assistance to the supervisor to obtain an explanation for card misuse or indebtedness. If disciplinary action is warranted, the Code CP representative will recommend remedial action and, upon request from the supervisor, will prepare the appropriate disciplinary action.

Clearly, we would rather avoid such drastic action by ensuring conscientious and proper use of the card. Therefore, this guidance is meant to serve as a reminder that we all must honor the agreement we made when accepting the Government-issued credit card.

If you have any questions regarding the appropriate use of the Government issued credit card, please contact the Code CO Agency Program Coordinator (APC), Rose Green, on 358-0184. Information about corrective actions for misuse of the card and indebtedness should be addressed to Paulette C. Quinn, Chief, Human Resources Operations Branch, Code CP, 358-1275

Thank you for your cooperation.

Alfred Castillo

Attachment H

NCIP Points of Contact

NASA CONTRACTING INTERN PROGRAM PROCUREMENT POINTS OF CONTACT

Ames Research Center

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